



Faculty of Humanities, Srinakharinwirot University

Internship Acknowledgement

Company:

Address:

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Date:

Reference is made to your letter dated, regarding your request for accepting Mr./Miss, a junior/senior student majoring in as a trainee withdepartment/division from (D/M/Y) to (D/M/Y)

On behalf of (company's name), I would like to inform you that

the company is pleased to accept the student for the internship, and the student has to report to work at the (department/division's name) on (D/M/Y) at am/pm. During the internship period, Mr./Miss , telephone no., will be his/her supervisor. We hereby certify that, working here, the student will use English approximately 80% of the time.

unfortunately the company cannot accept the student for the internship because (please provide reason)

.....

Signed

(.....)

Position.....